



# METRO COTABATO WATER DISTRICT

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## System of Ranking Delivery Units and Individuals

For the Grant of Performance-Based Bonus FY 2016

The Metro Cotabato Water District (MCWD) shall adopt the following guidelines/mechanism in the ranking delivery units and individuals with reference to IATF MC 2016-1, dated May 2016.

- The use of Strategic Performance Management System (SPMS), which was approved by CSC Region 12 on September 19, 2013, shall be the basis for individual PBB of officers and employees.
- Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS.
- The MCWD and its corresponding departments that meet the criteria and conditions set in the above circular are eligible to the PBB for FY 2016, and shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit/Department
Next 25%	Better Delivery Unit/Department
Next 65%	Good Delivery Unit/Department

- Only the personnel belonging to eligible delivery units/departments are qualified for the PBB. The resulting ranking of delivery units shall be indicated in Form 1.0 (Annex 4). There shall no longer be a ranking of individuals within the delivery unit/Department.
- The PBB rates of individual employees shall depend on the performance ranking of the delivery unit/Department where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows but not lower than P5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit/Department (10%)	65.00%
Better Delivery Unit/Department (25%)	57.50%
Good Delivery Unit/Department (65%)	50.00%

- The MCWD shall ensure that the scheme is fair and transparent.
- Eligibility of Individuals to PBB shall conform to the provisions of Section 6 of IATF Memorandum Circular 2016-1 dated May 2016.
- Calibration of the application of performance standards to the value of performance ratings shall be done consistently within the office or department.

  
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